



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Program for Exceptional Children Evaluation and Assessment Unit	Application Number 82-16	
Application Number		Date Received JAN 19 1982	Date Completed JAN 27 1982
2. Person to Contact Larry M. Callaway		Working Title Coordinator	Telephone Number 656-6319
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest FY 1978 present		5. Records Series Title (followed by title used in office; if different) Evaluation and Assessment Unit General Administrative Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Evaluation and Assessment Unit is responsible for planning and implementing a state-wide evaluation of public agencies' programs for exceptional children. The Unit conducts on-site visits in order to verify that state and local agencies' special education programs are in compliance with state and/or federal law, rules and regulations; identify areas in which technical assistance is needed in order to help define solutions to problems that interfere with special education program effectiveness; and to identify and disseminate data that can be used for local, regional and statewide planning for Georgia's exceptional students. The Unit also prepares individual evaluation reports of an agency's special education program, and compiles data from LEA and State School and Institution reports into annual summary reports.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: supervising the Evaluation and Assessment Unit. Included are: correspondence, memoranda and other documents relating to workshops, aides at schools, allotments, projects, etc.; copies of cooperative agreements with other agencies (Department of Human Resources, Offender Rehabilitation, etc.); budget material; copies of other states' program guidelines; goals and objectives; publications; news clippings; and other documents related to, but not appropriate for inclusion in school system files. Also included are reference copies of personnel records, leave records, travel expense statements, purchase orders, requisitions, organizational charts, telephone logs, and other documents relating to the day-to-day administration of the Unit. File is arranged: chronologically by fiscal year; thereunder by subject in modified Dewey Decimal sequence.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? personnel records in Personnel Office; Fiscal records in Fiscal Division.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 5 _____ years. | f. Federal retention instructions | 5 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

EEOC (3 years), P.L. 94-142 (5 years)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John A. Weymann Culp</i>	1/19/82	Walker L. Baumgardner	1-19-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	1-26-82
State Auditor/Designee		Secretary of State/Designee	1-25-82
Attorney General/Designee		<i>Anthony Shugart</i>	1-26-82